

Town of Harpswell General Assistance Application Documents

You will need the following information at your appointment:

- Social security numbers, dates of birth for all household members
- Identification – e.g. Driver's License
- Proof of Residency

1. Documentation showing what the cost of your basic necessities are, in particular:

- a. Lease agreement or mortgage
- b. CMP bill
- c. Prescription costs
- d. water, heat (non-summer months) bills
- e. Day care
- f. Car registration

2. Documentation showing entire monthly household income (this includes all members and all income, whether earned or unearned, including but not limited to: wage earnings, child support, social security, disability, tax returns, TANF, assistance from relatives).

3. Receipts showing where money was spent over the past 30 days. (if requesting assistance for a bill which accumulated beyond a 30 day period – e.g. eviction, disconnection – receipts and income for that time period are required as well)

4. If there were extraordinary circumstances that put the family in an emergency, provide documentation of that as well (e.g. car repairs – a bill indicating paid in cash or check and not charged, medical expenses, etc.)

5. Documentation/information regarding assets (all vehicles, recreational vehicles, property, retirement accounts, life insurance)

6. Most recent bank statement(s)

7. Income Tax Return – most recent

8. Most Recent W-2 Form

9. If you are not able to work due to medical reasons, you must provide doctor's statement describing any limitations in your ability to work and period of time you will be limited.

• If you have a disconnect notice from CMP, prior to coming in for your appointment call CMP and see if you can establish a payment plan and/or contact DHHS to see if you are eligible for Emergency Assistance.

• If you were fired from your job or laid off, you must apply for Unemployment. Also, you must provide documentation indicating when the last day of work was and when your last paycheck was received. If you quit work without just cause or were fired for misconduct you will be disqualified from general assistance for 120 days.

• Work requirements include registering for work, looking for: Work in good faith (keeping record of work search), accepting all suitable job offers, maintaining employment, and participating in training, educational or rehabilitation programs that will assist the participant in securing employment.